

TRAVEL REQUEST AUTHORIZATION FORM

- OUT-OF-STATE TRAVEL
- IN/OUT OF-STATE EXCESS

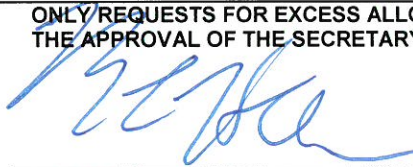
DATE PREPARED

3/22/17

ACTION REQUESTED:

- | | | |
|--|--|---|
| <input type="checkbox"/> OUT-OF-STATE TRAVEL | <input type="checkbox"/> IN-STATE EXCESS LODGING | <input type="checkbox"/> EXCESS AIRPORT PARKING |
| <input type="checkbox"/> OUT-OF-COUNTRY TRAVEL | <input type="checkbox"/> OUT-OF-STATE EXCESS LODGING | <input type="checkbox"/> EXTENDED TRAVEL TO SAVE ON AIRFARE |
| <input type="checkbox"/> REIMBURSEMENT AUTHORIZATION
FOR NON-STATE EMPLOYEE | <input checked="" type="checkbox"/> EXCESS REGISTRATION/COURSE FEE | <input type="checkbox"/> REVISED REQUEST |
| | | <input type="checkbox"/> OTHER _____ |

CHECK APPLICABLE BLOCK ABOVE AND EXPLAIN BELOW

TRAVELER(S) NCDOT Personnel		
TRAVEL TO: Materials and Tests Unit Training Classes		
DATES OF TRAVEL: BEGINNING January 1, 2017 ENDING December 31, 2017		
MODE OF TRANSPORTATION		
DAILY LODGING EXPENSE: \$	DAILY LODGING TAX: \$	REGISTRATION: \$ <input type="checkbox"/> BROCHURE ATTACHED
SOURCE OF FUNDS: <input type="checkbox"/> PAID FOR BY OTHER:		TOTAL ESTIMATED COST TO NCDOT: \$150 to \$300 per student per class
PURPOSE OF TRAVEL AND/OR JUSTIFICATION FOR EXCESS EXPENSES: <i>The Materials and Tests Unit holds multiple training and development classes (see list below) for NCDOT personnel that exceed the \$150 excess amount. The classes provide training and development that is essential for DOT personnel to complete their job duties. Employees are allowed to sign up with the approval of their Division or Unit Head.</i> Concrete Field Technician Concrete Field Technician – Self Study QMS Asphalt Mix Design Technician QMS Level I Plant Technician QMS Level II Plant Technician QMS Roadway Technician QMS Roadway Technician – Online Class		Concrete Field Technician @ estimated 260 students per year = $260 \times \$300 = \78000 QMS Asphalt Mix Design Technician @ estimated 5 students per year = $5 \times \$250 = \1250 QMS Level I Plant Technician @ estimated 5 students per year = $5 \times \$250 = \1250 QMS Level II Plant Technician @ estimated 10 students per year = $10 \times \$250 = \2500 QMS Roadway Technician @ estimated 180 students per year = $180 \times \$250 = \45000 Estimated Total = \$128000
APPROVAL:	ALL REQUESTS REQUIRED THE APPROVAL OF EMPLOYEE'S SECTION HEAD, BRANCH MANAGER, OR DIVISION ENGINEER	ONLY REQUESTS FOR EXCESS ALLOWANCES REQUIRE THE APPROVAL OF THE SECRETARY OR DELEGATE  3/27/17
SIGNATURE	TITLE	DATE
COMMENTS OR REPLY:		

*OUT-OF STATE TRAVEL HISTORY FOR PREVIOUS 12 MONTHS IS ATTACHED

* OUT-OF STATE TRIP SUMMARY IS DUE WITHIN 10 DAYS OF COMPLETED TRIP